



Coach House Manor

A Condominium Community

July 18, 2012

The **Rules and Regulations** dated May 19, 2011 have been superseded by the attached updated Rules and Regulations dated July 18, 2012.

Any changes, additions or revisions to these Rules and Regulations in the future will be updated as required.

Coach House Manor
Board of Managers

RULES AND REGULATIONS

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Rules and Regulations

Revision – July-2012

Introduction

The Coach House Manor Condominium Owners Association for the maintenance, conservation and beautification of the condominium property and for the health, comfort, safety and general welfare of the owners and occupants has adopted these rules and regulations.

It is important to remember that condominium living carries with it certain responsibilities that differ from those of owning a separate private home. Your residence will be in a condominium community of 204 families. Even though your unit is your private domain, it is necessary for you to be considerate of the rights and privacy of your neighbors, and abide by these Rules and Regulations herein after stated.

ARTICLE I – CONFLICTS

In the event that any rule and/or regulation shall conflict with the Declaration or By-Laws of the Coach House Manor Condominium Owners Association, the provisions of the declaration and of the By-Laws will take precedence.

ARTICLE II – NON COMPLIANCE

- A. **Anyone violating any of the Rules and Regulations shall be subject to disciplinary action in accordance with the terms and provisions of the Declaration and By-Laws of the said Condominium Association. The Board of Managers shall determine any other disciplinary action to be equitable and necessary to protect the property and welfare of the other residents. Some of the courses available to the Association:**
1. Appearance before the Board of Managers.
 2. Withdrawal of privilege for a specific term.
 3. Removal of all items improperly placed or stored.
 4. Fine. To be determined by the Board of Managers.
 5. Legal Action.
 6. All costs incurred by the Association in enforcing the Declaration, By-Laws or the Rules and Regulations shall be borne by the violator.

ARTICLE III – UNIT OWNERS GUIDELINE

A. Occupancy of units shall be limited as follows:

1. Two bedroom units – 4 individuals, but no more than 3 adults.
2. Three bedroom units – 5 individuals, but no more than 4 adults.

B. Purpose of property.

1. Shall be used only as a residence. An owner may use a portion of his family unit for an office. Please refer to the "Declaration of Condominium Ownership, Article IV, paragraph A.

C. Nuisance Declaration – Article IV, pg. 24, paragraph F.

1. No noxious or offensive activity that may become an annoyance or nuisance to other owners or occupants is permitted. This includes the office and maintenance personnel. Offensive tone and intimidating manner will not be tolerated and the owner who is responsible will be fined.

D. Hallway areas.

1. Hallway areas are not for play or recreation. There is to be no rollerblading, roller-skating or skateboards in the hallway area. Horseplay and loitering is prohibited. No smoking is permitted in the hallways, laundry rooms or storage areas.
2. No items except decorative ones shall be permitted in the hallways, landings, or any common areas.

E. Trash Dumpsters.

1. Dumpsters are for the exclusive use of owners of Coach House Manor Condominiums. Dumping by any other individuals is prohibited. All items to be disposed of must be placed **INSIDE** the dumpsters in order to be picked up.
2. All furniture items are to be taken to the large dumpster provided on the West side of the complex. Fines will be incurred if you are caught leaving furniture in or around the dumpsters.

F. No blankets, sheets, towels, bedspreads or signs can be hung in any condominium windows or out on the balconies. Any shades, windows or blinds in need of repair must be replaced. Failure to comply with a written warning is subject to a \$25.00 fine. If the matter is still not corrected within seven (7) days, another fine will be incurred.

G. Fines.

1. Fines will be applied to your assessments and they are to be paid within 20 days.

2. If your fine is not paid, the Board can withhold all community privileges such as swimming pool, and maintenance privileges.

ARTICLE IV – SALE OR LEASE

REF: ARTICLE VIII, SECTION 1, PG. 25 & 26 BY-LAWS

- A. **Any owner who wishes to sell or lease his or her unit shall give to the Board of Managers not less than 30 days written notice of terms and conditions of the contemplated sale or lease. Failure to notify the Board of Managers within 5 business days of the sale closing or leasing may result in a fine of one hundred dollars (\$100) per day until new owners name is turned into office.**
- B. **Sales and/or leases for any units within the condominium property shall be valid only if:**
 1. The applicant completes a Coach House Manor Condominium Census of Occupancy
 - a. A copy of the lease agreement is provided.
 - b. The lease is made subject to the Declaration, By-Laws and Rules and Regulations of the Association.
 2. A lease fee of \$500.00 will be paid to the Coach House Manor Condominium Owners Association, each time unit is leased out.
 3. Owners and residents will furnish the names of occupants, ages of children, and telephone numbers of each unit.

ARTICLE V – MAINTENANCE

- A. **Maintenance shall be done in accordance with Article II, Section A-2, pg. 14: Maintenance of family unit of the Declaration.**
- B. **Neither Coach House Manor Condominium Owners Association nor the management agent shall be held liable for any damage or injury caused by, or as a result of repairs made at owner's request within their unit.**

ARTICLE V – PARKING

Vehicles in violation will be subject to fines and/or towing at owner's expense.

All residents (owners and tenants) must notify the office of the Association as to the make, year and license plate number of all vehicles owned and/or operated

by any occupant and that will be parked in the common areas. A parking permit decal will be issued to registered owners and tenants to be placed on the vehicle window on the rear on the passenger side. Temporary permits will be issued upon request and placed on the inside rear-view mirror.

- A. **Parking is restricted to the common areas designated for parking. Vehicles are to be parked between the yellow lines.**
- B. **Parking of trucks (1 ton and over), trailers, boats and recreation vehicles is prohibited within all parking areas of Coach House Manor. Contact the office if short -term (48-hour) parking is required (moving purposes only) for any of these vehicles and a designated parking area will be assigned.**
- C. **Parking on grass is prohibited.**
- D. **Unauthorized vehicles parked in the carports will be towed away upon the request of the owner of the carport at the owner's expense.**
- E. **Courtesy notice prior to towing will be given whenever possible. However, such notice shall not be mandatory.**
- F. **No major car repair is permitted on the grounds. Only the following repairs will be permitted on Coach House Manor property: changing of wiper blades, tires, batteries, filling the washer fluid reservoir, changing of head/tail lights or washing/waxing your vehicle.**
- G. **All vehicles must be operable and legally licensed. No broken down cars can be stored anywhere on Coach House Property.**
- H. **Cars in open parking spots must be moved once a month. Cars that are inoperable cannot be stored in owners or rented carports. The office must be notified in advance in the event that a resident will be away for an extended period of time (i.e. longer vacations and those who live in warmer climates during the winter). Please check back into the office upon your return.**
- I. **Parked cars cannot extend over the sidewalk.**
- J. **Curb parking of commercial or commercially licensed vehicles is prohibited. The office will assign designated parking areas.**

ARTICLE VII - ARCHITECTURAL CONTROL

- A. **Nothing is to be stored or left in the hallways. Only lawn furniture, plants and electric grills may be kept on the balconies. No toys or furniture can be stored on balconies. Hanging clothes, towels, etc. outside of the condominium or on the balconies is prohibited. No throwing cigarettes over the balconies in the yard and gardens. Sweeping dirt or wash water over the edge of the balconies is prohibited. No storage is permitted in the carports except bicycles. Any items stored in common areas or parking areas will be disposed of.**

B. **Hallway Décor.**

1. Drapes or blinds for the hallway windows are permitted if the following conditions are met:
 - a. Drapes must have a white lining and blinds must be white or off-white.
 - b. All costs for buying and maintaining the drapes/blinds are borne by the benefiting owners of the building.
2. Real or artificial plants and trees, and other decorations are permitted if the following conditions are met.
 - a. They are in accord with the other owners of the building.
 - b. All costs for buying and maintaining them are borne by the benefiting owners of the building. If they are not, they will be disposed of. Damages to hallway carpets, tile or walls shall be repaired at the expense of the responsible owner.
 - c. Nothing that can be a fire or safety hazard can be used or stored in hallways.

C. **Installation of Awnings, Satellite Dishes and Ground Air Conditioning Units.**

The above may be installed to Association approved specifications. This means maintenance needs to be contacted and approval of where satellite dishes and ground air conditioners can be placed. The purchase, upkeep and insurance of the same are the responsibility of the respective owner. If at any time awnings or outside blinds are in need of repair and owner is notified and nothing is done the awnings will be removed and disposed of, by Coach House Manor maintenance.

D. **Grills - Patio and/or Lawn Furniture**

Only electric grills and patio and/or lawn furniture may be on the balconies. Other barbecue supplies must be stored in the condominium.

No gas grills are to be stored in the storage areas. Ground floor units may have a grill only if the following procedures are followed:

1. Grills must be in good repair and securely covered when not in use.
2. No gas or charcoal grills will be permitted to be used on balconies; only electric grills are permitted.
3. Grills must be placed, at the owner's expense, on concrete block, brick, or a patio block base.
4. If you have gas or charcoal grills they can only be used on the ground and at least 20 feet from the buildings.
5. No other grilling supplies may be kept outside the units.
6. No gas grill or its tank may be stored in an individual unit or storage area.
7. A fine will be imposed if any of the above guidelines are not met or are violated.
8. Grills must be attended when in use.

E. Birdfeeders are NOT permitted on the grounds. Also, no seed and or food to feed the birds or animals are permitted to be thrown off the balconies.

F. Laundry Facilities: Article IV, Declaration, pg. 24, par. H.

Laundry rooms are for the use only of the residents of each particular entryway, except in the case of washer or dryer breakdown. ALL DOORS TO THE LAUNDRY ROOMS MUST BE LOCKED WHEN NOT IN USE.

Laundry may not be left unattended. Laundry may not be left in the washers or dryers over night. Filters on dryers should be cleaned after each use. Breakdowns must be reported to the service number provided in the laundry rooms. Hours are from 8:00 a.m. to 11:00 p.m.

G. Storage Article IV, Declaration, pg. 24, par. 1

No storage is permitted in any common area or limited common areas and this includes all stairways and parking areas. Items stored in these areas will be removed and disposed of. Where storage has been provided, items shall be boxed and/or labeled. Labels shall contain resident's name, address and telephone number. No bicycles, tricycles or big wheels are permitted stored in the storage area. Storage areas shall be kept closed and locked at all times. No highly combustible materials shall be stored in common areas. All storage areas are clearly stenciled with each unit letter in your building. Use only your designated area. Do not block storage area doorways or where water meters are located.

H. Water Softeners for Individual Buildings

1. A central water softener system is permitted for individual building entryways. The approval of the Board of Managers must be obtained prior to the installation.

ARTICLE VIII – PET'S PG. 23 & 24, PAR. E. DECLARATION

- A. **There is a limit of two pets, one dog and/or one cat or two cats or two dogs per unit. Weight limit is 40 pounds for all adult dogs. No dangerous dogs or animals, including what the insurance consider vicious dogs, such as Pit Bulls and all other dogs with a propensity, tendency or disposition to attack, to injury or to otherwise endanger the safety of human beings or other domestic animals are allowed. All grandfathered dogs over the weight of 40 pounds have to be muzzled.**
- B. **The office manager must be notified as to the description, sex and breed of the pet. All pets are to be kept clean and odor-free. Excess barking or other disturbing noise is prohibited.**
- C. **Pets must be kept on a leash when outside the owner's unit.**
- D. **Tying a pet to a fixed object in the common areas of the complex is prohibited, except the potty area. "The Potty Area" is located on the West side of the complex by dumpster and is for the use of pets.**
- E. **Animal owners are directly responsible for pets defecating in common areas. Failure to remove the defecation at once will constitute a violation. Excessive barking from dogs being left alone will not be tolerated.**
- F. **Enforcement of pet regulation will be as follows:**
 1. First offense: Written warning citing violation and date.
 2. Second offense: A \$50.00 fine.
 3. Third offense: A \$100.00 fine
 4. Fourth offense: A \$400.00 fine
 5. Fifth and Last Offense: Request by the Board of Managers for removal of pet under nuisance clause of Declaration, Article VIII, Section E., Pg. 24

ARTICLE IX – MOTORCYCLES – BICYCLES – TRICYCLES – BIG WHEELS

- A. **Motorcycles or any powered vehicle must be kept in the parking areas at all times.**

1. All powered vehicles are restricted from the walkways and in the courtyards.
2. Bicycles are not to be stored in hallways, storage rooms or on balconies.
3. Bicycles, tricycles and big wheels may be ridden on the sidewalks using extreme caution to yield to pedestrians.
4. Bicycles, tricycles and big wheels are **NOT** to be ridden on the grass.

ARTICLE X – TRAFFIC REGULATIONS

- A. Speed limit for ALL vehicles is 15 M.P.H. within the community. Stop signs must be obeyed. Fire lanes and other restricted areas must be observed. Violators may be fined.**

ARTICLE XI – KEYS

- A. Ohio Revised Code, Section 5311-03, stipulates that a key to each unit must be provided to the manager for entry and maintenance in case of an emergency. If maintenance personnel are needed to gain entry in the event of a lockout, the fee will be \$25.00 the fee is to be paid when billed, for after hours, weekends and holidays. If there is no key provided for entry and an emergency occurs and forced entry is required; any damage will be at the expense of the owner.**

ARTICLE XII – SOLICITING AND ADVERTISING

- A. No soliciting of any kind is permitted.**
- B. No sign, notice or other letter shall be exhibited, inscribed, painted or affixed by any unit owner or any party on the outside or in a common area within the building.**
- C. No advertising in newspapers, radio, TV or other publication shall use the name or address of Coach House Manor. For sale or for lease ads excepted.**
- D. The office manager must approve ALL items placed on Coach House bulletin boards. Items other than those placed by the CHM office should be removed after 10 days.**

ARTICLE XIII – MOVES “IN” OR “OUT”

If you are planning a move “in” or “out,” the following rules apply:

- A. Activities shall not begin in the common areas before 9:00 a.m. and must be concluded before 9:00 p.m. Monday through Saturday (except holidays) to avoid the rush hours and minimize the disturbance to other residents.**
- B. Notice of at least three business days shall be given to the management office for moves “in” or “out.”**
- C. Responsibility for any damage to property of the Coach House Manor Condominium Owners Association shall be the responsibility of the owner or lessee. Residents moving out must leave a forwarding address with the manager before starting set move.**

ARTICLE XIV – ACTIVITY AREA

A. General

- 1. The activity area is composed of two areas:
 - a. The area north of Coach Drive including the Recreation and office building, the tennis court, basketball court, and surrounding area (see attachment 1).
 - b. The area south of Coach Drive generally referred to as “the mall.”
 - c. Streets will not be used as play areas.
- 2. These areas are for the use and enjoyment of residents and their guests. In order that all may enjoy the facilities, certain rules and regulations are as follows:
 - a. Furniture is not to be removed from the activity building except chaise lounges and extra chairs for the patio area outside the pool area. However, they must be returned to the recreation area by the time the recreation room is closed. If you are finished using them before the recreation room is closed, please return them at that time.
 - b. The use of the pool, tennis court and game room will require a recreation pass. The office manager will issue all recreation passes to the owners. However, you must be age 18 years of age or older to sign a guest in. Also, if you are in the position of having all your common area privileges removed by the Board of Managers, the office manager and the pool attendant will rescind your pass and you will not be allowed entrance.
 - c. The attendant has been given the authority to request anyone to leave the area for misconduct or infraction of any rules posted. The attendant may also retain the recreation pass for referral to the office. The attendant and/or office manager will call the police as deemed necessary.
 - d. Guests of residents may be issued a temporary recreation pass.
 - e. Unit owners are responsible for conduct and damages incurred by pass holders and guests of their unit.

B. Swimming Pool/Recreation Center

1. Adults 18 years of age or older may swim with a "buddy," 18 years of age or older anytime the office is open. And Recreation Room is not open. No children under 18 years of age are permitted to swim during the hours the office is open (without an attendant working) unless an adult accompanies them.
2. There is no lifeguard on duty. Everyone using the pool does so at his or her own risk.
3. NO ONE MAY SWIM ALONE.
4. Running and horseplay are prohibited in the pool area at all times.
5. An adult **MUST ACCOMPANY** children under 12 years old.
6. Only swim apparel may be worn in the pool. In the case of babies, they must wear swim diapers at all times in the pool area. Showering is mandatory before using pool.
7. Food and drinks are not permitted in the pool area.
8. The number of guests at any one time for any unit is limited to four. Unless there is a child's party and they may swim as long as there are adults there to supervise them. You must be 18 years of age or older to sign in guests.
9. Removal of rope across the swimming pool is prohibited. This is a Health Department rule.
10. Children who are not potty trained must wear swim diapers. They will not be allowed to go into the pool without them on.
11. The regular pool and recreation hours in summer are 1:00 p.m. to 9:00 p.m. and in winter after October 31; they will be from 5:00 to 8:00 p.m. during the week and from 1:00 p.m. until 8:00 p.m. on weekends. The recreation attendants have permission to use their own judgment to close up if there has been no activity for long periods. The pool hours are subject to change due to closing for repairs, etc. If this is necessary, signs will be posted in all buildings and the recreation area prior to closing.
12. No diving in the pool. Our insurance prohibits diving, because of liability.
13. Everyone **MUST** have his or her recreation pass to use any recreation area. A replacement pass may be gotten in the office. The office has the authority to limit the number of replacement passes should anyone abuse this pass system.
14. An attendant will be in charge at all times. However, the attendant is not to be used as a baby sitter.

C. Party Room

1. Reservation Requests:
 - a. Must be filed at the office during normal office hours and are on a "first come, first serve" basis.
 - b. Must be signed.

- c. No private parties may be scheduled to conflict with Association activities.
2. Party room is restricted to social activities. No business, political or fund raising functions shall be permitted, except those planned for the benefit of Coach House Manor Owners Association and approved by the Board of Managers.
3. Sponsoring unit owner is strictly responsible for all damages to or loss of Association property
4. Party room may be reserved for hours between 12:00 noon – 1:00 a.m., Monday through Sunday.
5. Activities shall be limited to the facilities reserved.
6. The facilities must be left in the same condition as when reserved.
7. The Coach House Manor Condominium Owners Association shall be relieved of any and all responsibility for illegal acts; accidents or civil suits that may happen or be caused to happen from the use of the facilities for any private activity.
8. Sponsor is responsible for closing up and locking facilities and returning the key to the office.
9. Party room fees:
 - a. Maximum of 50 guests (includes residents and non-residents) - \$100.00 deposit plus \$20.00 to rent the party room. If the party room is returned in same condition the \$100.00 will be refunded. If there is any mess left in the party room, pool or recreation area due to the party, the \$100.00 will not be refunded until another check is written for the balance of clean up expense. The expense will be at the office manager's discretion.

D. Tennis Court

1. You must have a recreation pass.
2. Reservations of one hour may be made not more than one week in advance. In the event that no reservations have been made, the court is available on a first-come, first-serve basis. Play shall be limited if another party is waiting.
3. Keys are for sale for \$1.00 each at the office for the use of the tennis court. When play is complete, chain and locks the gate securely. Violators can be fined.
4. Court hours are from 9:00 a.m. to 9:00 p.m.

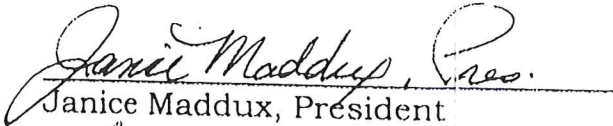
E. Basketball Court

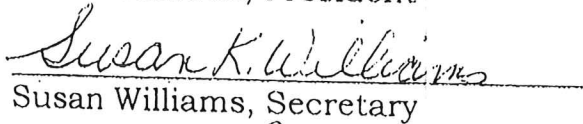
1. A recreation pass is required. No outside personnel are allowed to use this court, unless they are a guest of our Community.
2. In the event that different age groups wish to play, the attendant may assign hours for each age group.
3. Court hours are from 9:00 a.m. to 9:00 p.m.

ARTICLE XV - CURFEW

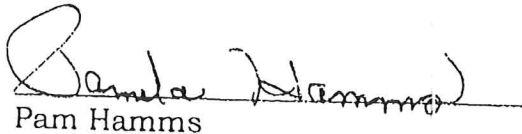
- A. Individuals age 17 and under are not permitted to loiter outside on the grounds without a parent or legal guardian during the following curfew hours:
1. June 1 through August 31; Sunday through Saturday; 11:00 p.m. to 6:00 a.m.
 2. September 1 through May 31; Sunday through Thursday; 9:00 p.m. to 6:00 a.m. and Friday and Saturday; 11:00 p.m. to 6:00 a.m.
- B. Enforcement will be as follows:
1. Verbal warning
 2. \$25.00 fine and/or loss of recreation pass for a designated period of time.
 3. \$50.00 fine and/or loss of recreation pass for a designated period of time.
 4. \$75.00 fine and/or loss of recreation pass for a designated period of time.
 5. \$100.00 each time thereafter.

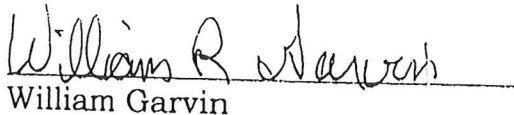
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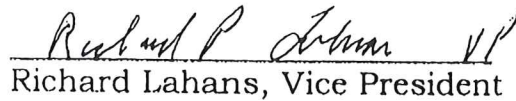

Janice Maddux, President

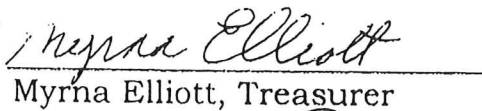

Susan Williams, Secretary

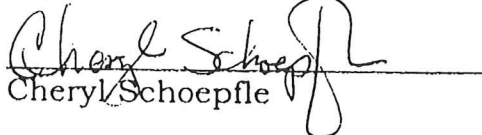

William Vasei, Maintenance Chairman


Pam Hamms


William Garvin


Richard Lahans, Vice President



Myrna Elliott, Treasurer

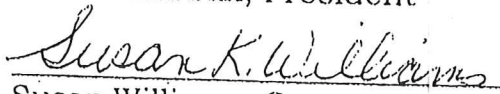

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ARTICLE XV - CURFEW


- A. Individuals age 17 and under are not permitted to loiter outside on the grounds without a parent or legal guardian during the following curfew hours:
1. June 1 through August 31; Sunday through Saturday; 11:00 p.m. to 6:00 a.m.
 2. September 1 through May 31; Sunday through Thursday; 9:00 p.m. to 6:00 a.m. and Friday and Saturday; 11:00 p.m. to 6:00 a.m.
- B. Enforcement will be as follows:
1. Verbal warning
 2. \$25.00 fine and/or loss of recreation pass for a designated period of time.
 3. \$50.00 fine and/or loss of recreation pass for a designated period of time.
 4. \$75.00 fine and/or loss of recreation pass for a designated period of time.
 5. \$100.00 each time thereafter.

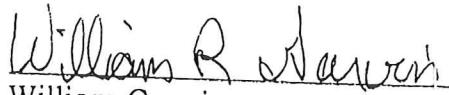
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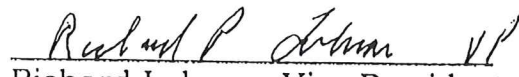

Janice Maddux, President



Susan Williams, Secretary

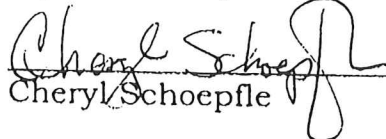

William Vase, Maintenance Chairman


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Richard Lahans, Vice President


Myrna Elliott, Treasurer


Cheryl Schoepfle